

INAFSM

Stormwater Subcommittee
MCM 6 – Pollution Prevention
& Good Housekeeping Group

Stormwater Plans for Municipal
Facilities

An Interactive Panel Discussion

About P2 & GH Group

- The purpose of the group is to assist MS4s with implementing the P2 & GH program by:
 - Providing methods to assist with communication and cooperation between departments.
 - Clarifying requirements of the P2 & GH program.
 - Providing options for program implementation that considers cost, effectiveness and efficiency.
 - Describing and illustrating implementation methods.
 - Determining MS4 concerns and needs for P2 and GH.

About P2 & GH Group

- P2 & GH Group 2017 Goals:
 - Provide options/ideas to the MS4 community on how to develop and implement a Storm Water Pollution Prevention Plan (SWPPP) or manual for a municipal facility.
 - Provide options/ideas to the MS4 community on how to develop and implement a municipal facility inspection.
 - Provide a list of training sources focused on municipal operations and post on webpage.

SWPPP Template

- Includes general activities that could be applicable to all MS4 departments.
- Template easy to fill-out and customize.
- Includes items reviewed for audits.

Facility Inspections

- To provide ideas on department activities to inspect.
- Can develop site specific inspection forms or general ones to use at every facility.
- Typically set up as a Yes or No answer.
- Include comments and corrective actions.

ALL PROBLEMS OR CONCERNS NEED TO BE ADDRESSED WITH A CORRECTIVE ACTION

Identify the problem by number and/or provide additional explanation as needed.

Facility Inspections – Form Basics

- Provide inspector's name, date and department name.



**Stormwater Pollution Prevention
Facility Self-Inspection Checklist**

Instructions: Conduct Inspection of your facility (at least monthly), complete and sign this sheet, send a copy to Stormwater Management, and place the other in your facility's SWPPP.

MS4: Yorktown
 Delaware County
 City of Muncie/MSD
 Ivy Tech

Facility: _____ Date _____
 Conducted by: _____
 Address: _____
 Phone: _____ Email: _____
 Employees at this facility: _____ Maintenance employees at this facility: _____

MUNICIPAL FACILITY INSPECTION FORM			
NAME OF FACILITY:		DATE OF INSPECTION:	
YES	NO	Facility Operations	Corrective Actions
		Is there a copy of the facility's Pollution Prevention & Good	

Facility Inspections – Form Basics

- Can add routine program information to inspection to ensure site is completing.

Facility Operations
Is there a copy of the facility's Pollution Prevention & Good Housekeeping Manual (MANUAL) at the facility?
Is the MANUAL easily available to employees?
Is the aerial map of the facility current and correct?
Have employees been provided with <u>stormwater</u> pollution prevention training? Do you have documentation of the training?

Employee Education

Have employees had annual training?

Are sign in sheets and flyers added to SWPPP?

Facility Inspections – Fueling Stations

Fueling Areas	Fueling Station
Are there any fueling areas located at this facility? (If "No", stop. This form is complete.)	Does this facility have a fueling station?
Are fuel spills tracked and is cleanup documented?	Is a spill kit available? Does it need to be restocked?
Does the MANUAL include an SOP for fueling areas?	Is "Spill Kit", "Do Not Top Off Tank" and "Spill Response" signage posted?
Are there spill kits available near the fueling area?	Is there an emergency shut off? Does it have signage?
Is overflow protection installed for fuel tanks (secondary containment)?	Are fuel tanks above ground?
Do fueling nozzles have automatic shut-off?	Are above ground tanks double walled?
Are storm drains located near the fueling area?	Are there barriers to prevent tanks/pumps from being hit?
Is there proper signage at fueling sites?	Are storm drains located near by?
Have all employees who use the fueling area been properly trained?	Is there overflow protection?
	Is there a secondary containment device for small fuel cans?
	Does this facility have SOPs for fueling?

N/

Facility Inspections – Fueling Stations

d.	Are the used oil tanks labeled as “Used Oil?”
11.	Is the Fueling Area clean with no drips or spills?
a.	Is the secondary containment for the aboveground storage tanks clean and empty?
b.	Are the valves closed on the secondary containment areas?
c.	Are spill kits stocked and easily accessible in the fueling area?
d.	Are the pumps locked when not in use?
e.	Is the used oil tank labeled as “Used Oil?”

Facility Inspections – Stockpiles

PROBLEM or CONCERN

Is the brush neatly piled and isolated from storm inlets and ditches?

Is the gravel neatly piled and isolated from storm inlets and ditches?
--

Is the asphalt cold patch neatly piled and under the shed?
--

Is salt being swept up and not being exposed to stormwater?

Is the salt storage area entrance closed/covered?

Material Storage and Waste Management (continued)
--

STOCKPILES: Are outdoor stockpiles properly managed? What materials are stored on site?

SALT / SAND: What deicing materials are used? Are deicing materials properly stored under cover?
--

COMPOSTING: Are composting materials properly managed and contained?
--

Are spill kits visible and easy to access?
--

Facility Inspections – Deicing

Is the asphalt cold patch neatly piled and under the shed?

Is salt being swept up and not being exposed to stormwater?

Is the salt storage area entrance closed/covered?

Are hazardous waste materials contained and not exposed to air?

Deicing

What deicing materials do you use?

Is salt storage covered?

If not, is it located away from storm inlets and contained?

Is it located on a paved surface? Lined or bermed?

Do you have sand stockpiles?

Are they covered? ____ Bermed? ____ Contained? ____

Do you calibrate snow plows?

What is the quantity of salt you have applied to roads?

What is the quantity of alternative products you have applied to roads?

What efforts have you made to minimize run off from deicing operations?

Do you have a designated snow stockpile area?

Facility Inspections – Storm Structures

Storm Structure Cleaning	N/A	Yes	No
Do you have a maintenance plan for cleaning storm structures?			
Are you tracking and documenting the number of storm structures cleaned?			
Are you tracking the amount of sediment, floatables and debris removed from these structures?			
Are you documenting proper disposal?			
What length of storm drain pipe has been cleaned?			
Do you have a schedule for cleaning and inspecting outfalls?			
Are you tracking the number of outfalls cleaned or repaired for scouring?			

Facility Grounds Management
Was there evidence of contaminated <u>stormwater</u> runoff leaving the perimeter?¶ α
Was there evidence of illicit discharge leaving the facility?¶ α
Do <u>stormwater</u> conveyances and/or storage areas need to be repaired?¶ α
Is the facility cleaned regularly to prevent build-up of pollutants?¶ α
Are storm drains free of debris?¶ α
Do inside or outside drains discharge to the storm sewers?¶ ¶ α
Are outside dumpsters in proper condition with covers?¶ α
Are turf management practices in place for grass areas?¶ α
Is there a parking lot maintenance program in place at the facility?¶ α

Facility Inspections – Chemical Areas

5.	Are hazardous waste materials contained and not exposed to stormwater?	
6.	Is the used oil storage area for the Oil Burners clean with no drips or spills?	
a.	Is the secondary containment pallet clean and empty?	
b.	Is the absorbent used and then cleaned up and disposed of properly?	
c.	Are the two 330 gallon plastic totes for used oil in good condition (no dents, structural damage, etc.)?	
d.	Are the used oil drums in good condition (no dents, rusting, etc.)?	
e.	Are the used oil totes and drums labeled/marked as “Used Oil?”	
7.	Is the 1,000 gallon used oil storage tank for the Oil Burners clean with no drips or spills?	
a.	Is the absorbent used and then cleaned up and disposed of properly?	
b.	Is the tank in good condition (no dents, rusting, etc.)?	
c.	Is the used oil tank labeled as “Used Oil?”	
8.	Is the Oil Transfer Station and area clean with no drips or spills?	
a.	Is the catch basin clean and empty?	
b.	Is the absorbent used and then cleaned up and disposed of properly?	
c.	Are the overhead oil tanks are in good condition (no dents, rusting, etc.)?	
9.	Is the Used Antifreeze poly tank in the Oil Recycling Building clean with no drips or spills?	
10.	Are the Used Oil poly tanks in the Oil Recycling Building clean with no drips or spills?	
a.	Is the secondary containment clean and empty?	
b.	Is the absorbent used and then cleaned up and disposed of properly?	
c.	Is the tank in good condition (no dents, structural damage, etc.)?	
d.	Are the used oil tanks labeled as “Used Oil?”	
11.	Is the Fueling Area clean with no drips or spills?	

Facility Inspections – Chemical Areas

Facility Best Management Practices

- Does this facility have SOPs for spills and clean up?
- Does this facility have bmps for vehicle maintenance area?
- Is all vehicle maintenance performed inside?
- Are all opened containers in secondary containment?
- Is there water or fluids present in containment devices?
- Is waste oil container clearly marked?
- Is oil dry disposed of in a clearly marked container?
- Is the amount of used oil, transmission fluid, antifreeze, parts cleaner and other liquids collected recorded? Documentation of disposal?
- Are there spill kits in the vehicle maintenance area? Do they need restocked?
- Is there “Spill Kit” and “Spill Response” signage?
- Are spills recorded?
- Are spill trays available for leaking vehicles?
- Are there visible leaks or spills?
- Has the hazardous materials on site list changed?

Material Storage and Waste Management

- Are BMPs in place for waste materials removed from the operational areas?
- Are recycled materials disposed of in the proper manner?
- Are all containers properly labeled?
- Is secondary containment provided to prevent accidental loss of concentrated solutions?
- Are bulk bags regularly inspected for tears and leakage?
- Are contaminated materials being stored outside uncovered?

Facility Inspections – Vehicle Maint.

Vehicle Maintenance
Is there a designated vehicle maintenance area at the facility? (If "No", skip to Fueling Areas)
Have vehicle maintenance practices been implemented?
Do inside drains go to <u>stormwater</u> conveyance? Are separators in place?
Do vehicle washout areas go to storm drains? Are separators in place?
Is used oil properly labeled, contained, and disposed of?
Is written documentation kept of vehicle maintenance, spills, and cleanup?
Are spill kits located within the vehicle maintenance area?

Is vehicle maintenance being conducted only indoors?

Is vehicle washing being conducted only indoors?

Are absorbent materials stocked and readily available?

Is the floor clean?

Facility Inspections – Vehicle Maint.

Does this facility have bmps for vehicle maintenance area?
Is all vehicle maintenance performed inside?

Are spill trays available for leaking vehicles?

Are there visible leaks or spills?

Has the hazardous materials on site list changed?

Has preventative maintenance on pumps or tanks been performed?

Has this maintenance been documented?

Are used batteries stored indoors?

Are indoor drains painted?

Have indoor drains been cleaned? Date documented?

Are vehicles washed inside?

Does this facility have an oil separator?

When was separator last cleaned? Documentation?

Facility Inspections – Other

Waste Disposal

Does this facility recycle paper/plastics?

Do you recycle used oil?

Do you have current documentation of oil recycling?

Do you have documentation for vehicle battery exchange?

Have you documented the amount of waste generated at this facility?

Is waste collected from storm sewer systems and operational areas disposed of according to IDEM regulations?

Have you documented the amount of hazardous waste collected and disposed of?

Facility Inspections – Other

Litter Clean Up

Have you identified areas of frequent illegal dumping?

Have you posted new no dumping signs?

Reports of illegal dumping complaints received?

Number of dump sites cleaned up?

Improvements made to sites to make them less likely targets?

Enforcement actions for dumping?

Facility Inspections – Other

Pesticides, Fertilizers, Herbicides, Lawn Care

N/A

Do you use pesticides? _____ Fertilizers? _____ Herbicides? _____

Do they require a State Chemist License?

Do you spot spray for weed control or broadcast?

Do you irrigate?

Are grass clippings left in grass during mowing?

Are employees trained to blow grass clipping into grass and not streets or sidewalks?

Facility Inspections – Other

Road Repair and Maintenance

N/A

Does this facility conduct street sweeping?

Is there a street sweeping plan?

Is a log kept of roads swept?

Is the amount of debris collected documented?

Is proper disposal of debris documented?

Is a list of bridge and roadway construction projects kept?

Is the quantity of debris and dredge spoils removed from these sites documented?

Does this facility do roadside shoulder and ditch maintenance?

Where does this material go?

Is concrete cutting slurry contained or directed to vegetated area?

SWPPP Facility Maps

- Items to include on facility maps:
 - Chemical and waste storage locations
 - Spill kits
 - Infrastructure – stormwater vs. sanitary sewer discharge points
 - Stockpiles
 - Surface flows



Legend

Stormceptor Unit

Legend

-  San Pipe
-  Sanitary Str
-  CleanOut07-09-13
-  Storm
-  Catch Basin
-  Drywell
-  Inlet
-  Manhole
-  Outfall
-  St Pipe
-  Property



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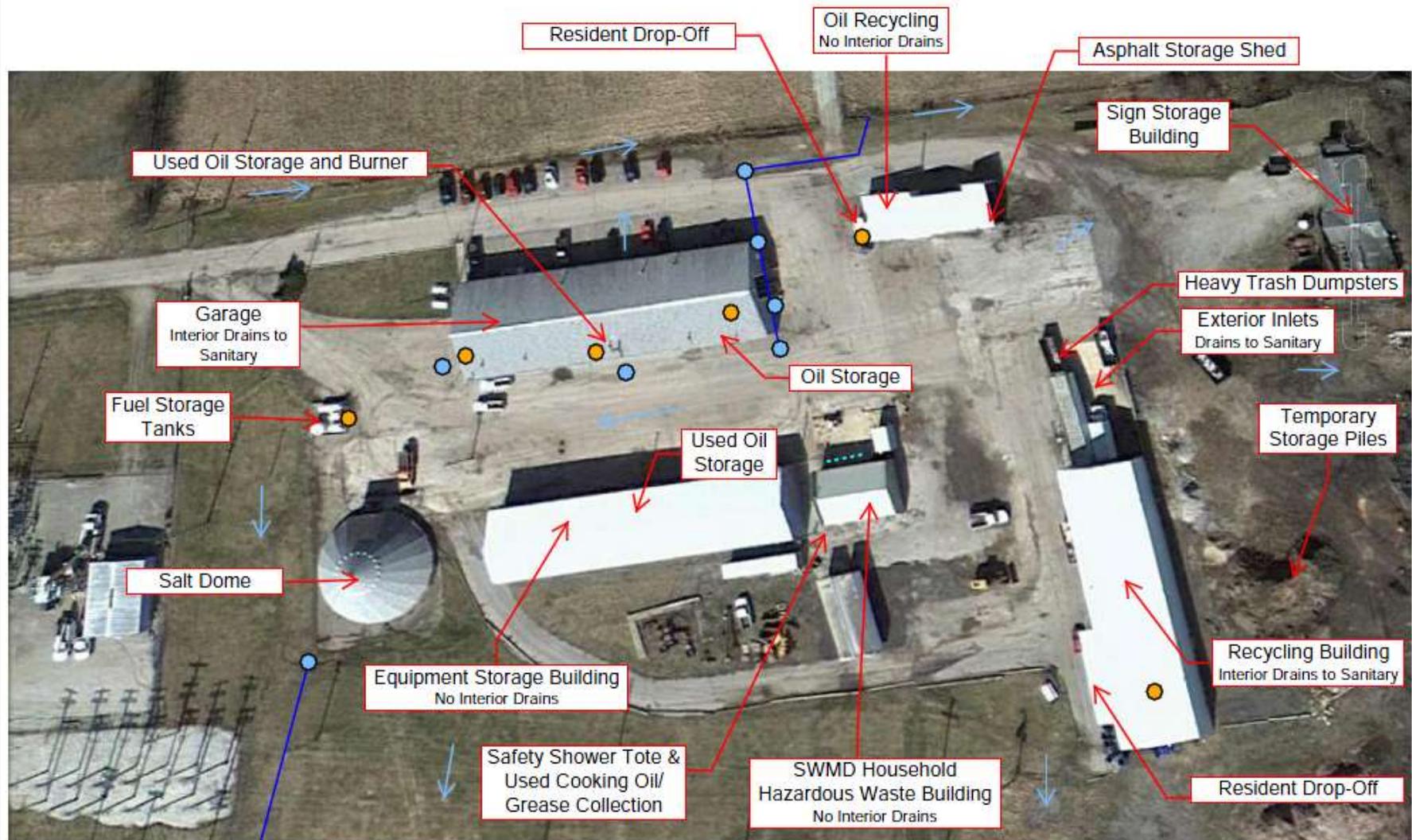
Not To Scale

Central Garage

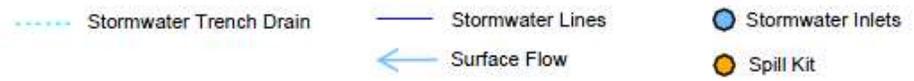
Figure 2

GOOD HOUSEKEEPING FACILITIES MAP
2013 AERIAL PHOTOGRAPHY

The City of Goshen
Department of Public Works & Safety
Office of Engineering
204 East Jefferson Street, Goshen, Indiana 46528
Phone: 574-534-2201 Fax: 574-533-8626



Not to scale
 Google Earth Aerial: 2/26/2012
 Map Revision: 5/31/2017



STORMWATER POLLUTION PREVENTION PLAN (SWPPP)		Appendix A
City, Indiana		
Street Department Site Map		PAGE NO. 1 of 2

Stormwater Plans for Municipal Facilities

An Interactive Panel Discussion

Questions?

Discussion?

Ideas to share?

INAFSM - Stormwater Subcommittee

MCM 6 – Pollution Prevention & Good Housekeeping Group

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